

Job Title:	<b>Wastewater Repair Supervisor</b>
Job Description Number:	<b>1025</b>
Department/Division:	<b>Public Works/Wastewater</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>212</b>
Immediate Supervisor:	<b>Assistant City Engineer (Wastewater)</b>
Normal Work Schedule:	<b>4 days/week, 10 hours/day</b>

**Brief Description of the Job:**

This is a technical and skilled position performing supervisory, administrative, and related work in the managing of personnel, equipment, and materials related in the Wastewater System. Under the direction of the Assistant City Engineer, plan, direct, and supervise a variety of specialized duties in the restoration, rehabilitation, and rebuilding of the City's wastewater system. Complete work orders and other assigned tasks. Supervisor for the Public Works on-call after hours.

**Essential Functions:**

**Administrative Duties (50%):** Plan, schedule, supervise, and direct the repair, rehabilitation, and restoration of the City's wastewater system. Create work orders. Track and record daily work activities. Prepare and submit reports. Close work orders. Conduct weekly safety meetings with crew and submit a report of each meeting. Sign and approve timesheets. Perform annual evaluations of construction crew. Apply for and obtain SCDOT encroachment permits as required. Assist in the training of new departmental personnel. Administer employee disciplinary action when required. Participate in hiring and firing of employees.

**Repair Functions (35%):** Perform repairs to the wastewater system. Perform repairs, rehabilitation, and restoration of the City wastewater system through the operation of specialized equipment such as backhoes, excavators, dump trucks, air compressor jack hammers, and concrete saws. Perform above ground visual inspections as well as inspections using specialized and highly technical equipment such as ground-penetrating radar, camera systems, sonde units, smoke tests, and dye tests to determine the conditions and what is needed to correct wastewater lines with dilapidated conditions below grades. Enter manholes and trenches with proper safety equipment to repair wastewater lines and manholes. Raise manholes to grade. Install new line segments and new manholes. Clear right-of-ways. Creek crossing inspections and cleaning of creek crossings. Must be proficient in confined space entry and trenching and shoring operations.

**Meetings/Training (5%):** Attend required meetings and trainings including taking a lead role in such meetings when required.

**Work during inclement weather (5%):** Take a lead role in the City's operations during inclement weather. May be responsible for providing supervision and direction to other departmental personnel. Operate sanders and snow plows. Clean up sidewalks.

**On-Call (5%):** Participate in after hours on-call duty as an On-call Supervisor. Requires working after normal hours and holidays to resolve emergency situations. Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires fine dexterity, lifting, vision, hearing, and talking. Frequently requires standing, walking, carrying, reaching, kneeling, foot controls, and balancing. Occasionally requires handling, pushing/pulling, climbing, bending, crouching, twisting, and sitting.

**Machines, Tools, Equipment, and Work Aids:** Dump trucks, front end loader, tamp, concrete saw, jack hammer, chainsaw, gas detector, concrete mixer, pumps, and hand tools.

**Computer Equipment and Software:** Personal computer, laptop computer, CityWorks. Microsoft Word, Outlook, Mapit, and Arcreader.

### **Working Conditions**

**Overall Working Conditions:** Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to extreme temperature, respiratory hazards, noise and vibration, physical hazards, and wetness and/or humidity.

**Health and Safety:** Frequent exposure to mechanical hazards, and communicable diseases. Rare exposure to chemical hazards, electrical hazards, and fire hazards.

**Primary Work Location:** Office Environment, Vehicle, and Outdoors.

**Protective Equipment Required:** Hard hat, steel-toed shoes, gloves, safety vest, safety glasses, ear protection, rain suit, and rubber boots.

### **Non-Physical Demands**

Frequently requires performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, noisy/distracting environment, time pressures, emergency situations, and frequent change of tasks. Occasionally requires irregular schedule/overtime

### **Job Requirements**

**Formal Education:** High school diploma plus six months to one year of advanced study or training in Public Works, utility work, or construction safety is required.

**Experience:** Over two years of experience in wastewater repair and maintenance are required.

**Driver's License Required:** A valid Class B South Carolina Commercial Beginner's permit is required. Once in classification, employee must obtain corresponding Class B South Carolina CDL with tanker endorsement within 4 months.

**Certifications and Other Requirements:** None.

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Must be proficient in reading plans, asbuilt drawings, operating pipe lasers, performing traffic control, trenching and shoring, and confined space entry.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Must be able to estimate cost and materials for assignments.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include ReWa, Greenville Water System, gas company, and other wastewater sub-districts. Internal contacts include Police, Fire, Parks Maintenance, and divisions within Public Works.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision. This position is responsible for supervising the positions of Wastewater Construction Technician I and Wastewater Construction Technician II.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

### **Freedom to Act and Impact of Action**

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted

as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.